

The Bankruptcy Court will “Go Live” with its e-orders order signing program on Monday, October 17, in accordance with General Order 2011-2. Below are a few reminders of what you and your staff should do prior to October 17, 2011 to be prepared for e-orders. As always, the ECF Help Desk staff will be available to assist you as well. We are excited about the benefits this new program has to offer for external and internal users.

### **OVERVIEW OF REFORMATTING FOR E-ORDERS:**

- The top four inches of the order are to be left completely blank
- The court will put the judge’s signature block in the top four inches. You do not need to make a signature line for the judge.
- A horizontal line after the top four inches will be created by the court when signing the order
- Orders no longer need hearing date/time/location information. Other pleadings are not impacted by the e-orders reformatting.
- Orders not meeting the required e-orders format **WILL** be Denied Without Prejudice

### **CAPTIVATE LESSONS:**

Two ECF Interactive Lessons specific to the E-Orders module have been created. From your review, you will find that submitting orders via Order Upload is simple to use. The court encourages you to review these lessons before Monday, October 17, 2011.

- Order Upload:  
<http://www.wawb.uscourts.gov/training/AttorneyLessons/Order%20Upload.htm>
- Order Query:  
<http://www.wawb.uscourts.gov/training/AttorneyLessons/Order%20Query.htm>

### **RECEIVED UNSIGNED ORDER:**

- Docket Entry. The Received UNSIGNED Order docket entry will be removed from the external user event list on Monday, October 17, 2011, at approximately 7:00 a.m.
- Received UNSIGNED Orders, in an abbreviated version, will still appear on the docket, but will be the result of an automated process (see below).

### **ORDER UPLOAD:**

- Order Upload. Orders ready for the Judge’s signature should be submitted in ECF via the Order Upload function found under the Bankruptcy or Adversary menus. **Please Note:** Order Upload works differently based upon the type of case, they are not interchangeable. If you are uploading an order in a bankruptcy use Bankruptcy > Order Upload; for an order in an adversary proceeding, use Adversary > Order Upload.

## **ORDER QUERY:**

- Attorneys who have submitted an order via Order Upload may check on the status of their order by going to Reports > Order Query. Only the user who uploaded the order can see the status. If an Filing Agent submits the order, only the Filing Agent can see it.
- So that other parties in the case can review orders that have been presented to the judge for signature, 30 minutes after an order has been submitted via Order Upload, an automated script will docket a Received UNSIGNED Order entry. All parties in the case will receive a Notice of Electronic Filing of this entry (NEF). **Please note:** The appearance of this entry WILL look different. The docket text of this Received Unsigned Order entry will contain a link to the related document but it WILL NOT include the related docket text of the motion it is linked to.
- Using the Docket Activity Report you will be able to generate a report looking for all of these Received UNSIGNED Order entries by judge, trustee or date range.

## **FILING AGENTS:**

- Several attorneys have created Filing Agent accounts for their paralegals. If you want your paralegal to be able to use Order Upload, you will need to update permissions for each Filing Agent giving them access to the Groups “Attorney” and “E-Orders Attorney”. Do the following:
  - Login to ECF using the attorney’s login and password
  - Go to Utilities > Maintain Your ECF Account
  - Select “More user information”
  - Under “Filing Agents” click on the hyperlink of your paralegal’s name
  - Select “Update Permissions”
  - In Groups “Attorney” will be highlighted. Hold down the Ctrl key and press on “E-Orders Attorney”. Both Attorney and E-Orders Attorney should be in blue.
  - Select Return to account screen
  - Submit
  - System will provide a message advising that you “updated filing agent...” Ok
  - Repeat for each Filing Agent
  - When done, Return to account screen with your name and address showing
  - Submit, Submit
  - Processing completes